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DDA Memo, 4 Jan 1957

Auth: DDA REG. 707/125

Date: 24 Feb 58 By: 022

TO: All Chiefs of Stations and Bases

25X1A2d1

FROM: Chief, [REDACTED]

SUBJECT: Records of Overseas Service

ACTION REQUIRED: Have All Employees Complete Survey Form 1451

1. The possibilities of developing a retirement program which could provide additional retirement benefits for staff employees and staff agents are being considered by KUBARK. The information needed for planning purposes is: data concerning past overseas service including the kind of service (military or civilian, PCS or TDY), where performed (country, island, or possession - no city), the beginning and ending dates (to the closest month), and the responsible Governmental component (KUBARK, [REDACTED] etc.) at the time the duty was actually performed. The work necessary to compile the data needed for planning purposes from records available at Headquarters would be prohibitive in cost and time required. Each staff employee or staff agent, therefore, is being asked to supply the required information. 25X1A2d1

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2. In order to simplify the requirement placed on operating and staff components of KUBARK for this information a supply of survey cards (Form 1451) is forwarded herewith to be filled out by all staff employees and staff agents. This will apply to all KUBARK staff personnel at your station or base, except [REDACTED] personnel, regardless of Headquarters component from which assigned. The information obtained will be used only for statistical analysis and planning purposes. It should, however, be as accurate as possible.

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3. Your channel will be used for the return of all cards which you distribute, except that [REDACTED] personnel will return theirs through the [REDACTED] channel.

4. Because of the time limit placed on the agency to complete this survey it is desired that all completed cards should be returned to Headquarters by 30 July 1958. It is realized that this places a burden on some distant stations, but it is requested that you emphasize to your people the importance of speedy completion of the cards. It would be appreciated if you could set a deadline for completing the form of two weeks after you receive this dispatch and accompanying cards, and forward them to Headquarters by the next available pouch.

5. It is understood that in certain cases staff agents may not be readily accessible, in which event you are requested to forward their completed cards as soon as possible even though it may be after the deadline mentioned above. Please send to Headquarters a list of those persons from whom it is impossible to obtain completed cards prior to your deadline. It is important that survey information be received from staff agents since they are a group heavily weighted in foreign service.

6. Listed below are the instructions to be given to all staff employees and staff agents:

a. Please study your card Form 1451 and be sure that you understand what is required before you fill it out.

b. Leave blank the spaces provided for your name, employee serial number, and telephone extension. Type or print your pseudonym on a slip of paper and staple it to your card.

c. Be as accurate as possible, but the information need not be certified.

d. List each increment of overseas duty performed at any time on behalf of the Government and give the approximate location.

e. If PCS, give dates of arrival at first duty post and departure from last duty post only for each increment of overseas duty.

f. If TDY, give only dates of departure from and return to your headquarters for each overseas trip.

g. Omit TDY travel and changes in overseas PCS if they occurred while you were on PCS overseas.

h. If home leave and/or TDY to your headquarters occurred while you were on PCS overseas, they should not be deducted from overseas service.

i. Do not duplicate overseas service where it was performed simultaneously for two organizations. This means that there should be no overlapping of dates and that care must be taken to show for which Government department or agency the service was actually performed (not the cover organization). In the column headed, "Responsible U. S. Government Department or Agency", use true name for other departments and agencies and the word "Organization" to indicate service with KUBARK.

j. Show only duty completed prior to 1 July 1958. As of this date the information will be extracted by the Finance Division from current records. For your current tour of duty you should list only the date on which you arrived at your PCS post.

k. Disregard phrase, "Please read carefully instructions on accompanying card". Reference to card was for Headquarters purposes only.

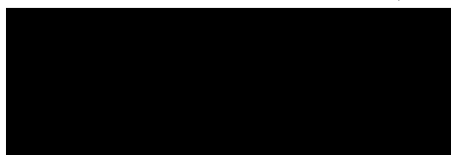
7. Individuals at your station or base on TDY from Headquarters should complete a survey card for past overseas service but should not report their

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incomplete TDY travel. This will be recorded at Headquarters upon completion of the TDY duty. Individuals in your area on TDY from other field locations should fill out survey cards only if they will not return to their home station prior to the deadline for completion of the survey.

8. Completed forms should be pouched to Headquarters as they are filled out without waiting for all forms to be completed.



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Enclosure:
Forms 1451 H/W

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